

	<b>INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL</b>	
	<b>Chapter 10:</b> Adoption/Permanency	<b>Effective Date:</b> January 1, 2012
	<b>Section 8:</b> Families Recommended for the Special Need Adoption Program (SNAP)	<b>Version:</b> 2

## **POLICY [REVISED]**

The Indiana Department of Child Services (DCS) will hold SNAP Council meetings on a monthly basis to review homestudies and make recommendations on families for the SNAP Program.

The SNAP Council will include the following:

1. All Regional SNAP Specialists;
2. The SNAP Program Supervisor; and
3. A DCS Family Case Manager (FCM) and/or Supervisor from each SNAP region;

Only SNAP Council members are allowed to vote on a recommending a family.

**Note:** The homestudy preparer must email the homestudy two (2) weeks prior to the SNAP Council meeting date.

### Code References

[465 IAC 2-7-2 Special needs child; criteria](#)

## **PROCEDURE [REVISED]**

SNAP Council members will:

1. Make all recommendations and decisions based on the best interest of children receiving SNAP services.

**Note:** This includes, but is not limited to, focusing on reducing the length of time a child spends waiting to be adopted without sacrificing the quality of the adoptive match.

2. Inform members of policy changes and updates.

The Regional SNAP Specialist will:

1. Organize and coordinate all monthly SNAP Council Meetings;
2. Send homestudies to all SNAP Council members;
3. Send the SNAP Council meeting agenda to all SNAP Council contacts, including those scheduled to present homestudies; and
4. Complete SNAP Council recommendation form to document SNAP homestudy recommendations, pendings and/or denials.

Each Regional SNAP Specialist will:

1. Notify all families in their region that have been recommended by SNAP; and
2. Enter the SNAP recommended family's information into the adoption database.

<b>PRACTICE GUIDANCE</b>
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N/A

<b>FORMS AND TOOLS</b>
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N/A

<b>RELATED INFORMATION [REVISED]</b>
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**Definition of a Special Needs Child for Purposes of SNAP**

Special needs children include:

1. A child two (2) years of age or older;
2. A child who is a member of a sibling group of two (2) or more children of which at least one (1) child is two (2) years of age or older and who will be placed with the sibling group in the same home; or
3. A child with a medical condition or physical, mental, or emotional disability as determined by a physician or psychiatrist licensed to practice in Indiana or another state.

**Homestudy submission and review:**

To submit a homestudy for review, the homestudy preparer should email the homestudy to [DCSAdoption@dc.IN.gov](mailto:DCSAdoption@dc.IN.gov) two (2) weeks prior to the SNAP Council meeting date. The homestudy preparer will present the homestudy on a first come first serve bases and he or she must have the ability to present in person or by teleconference.

**Homestudy Presentation Guidelines consist of the following requirements:**

1. The homestudy preparer must present the homestudy to the SNAP Council;
2. The homestudy preparer should ensure that the homestudy is in the Foster/Adoptive Family Preparation Assessment format as outlined in Chapter 12, including annual reports and updates – licensed and unlicensed;
3. The homestudy presenters must be able to answer questions from the SNAP Council regarding concerns and/or clarifications on the family;
4. The homestudy presenter must be able to recommend the family for adoption or licensure, or the homestudy should not be presented to the SNAP Council; and
5. A homestudy should be presented every other year for a recommendation and to have updated information placed on adoption family database.

**Note:** Recommendations are based on the decision of the SNAP Council vote.